

BUILDING AND LAND REPRESENTATIVE

MINIMUM QUALIFICATIONS:

Associate's degree and commercial real estate experience.

DESIRED COMPETENCIES:

- Self motivated, creative & resourceful
- Ability to handle multiple tasks
- Mission driven
- Customer focused
- Teambuilding
- Excellent verbal & written communication skills
- Strong organizational skills & ability to remain composed & flexible

Qualified and interested candidates should submit a resume to DGSRecruiter2@gmail.com

The State of Tennessee is an Equal Opportunity Employer.

Requests for ADA accommodation should be directed to the General Services Human Resources Office @ 615-741-1379.

JOB SUMMARY:

1. Acquires or disposes real estate property and assets for the State of Tennessee related to an assigned portfolio:
 - Collects and documents site criteria for selection.
 - Manages compliance requirements.
 - Identifies and analyzes acquisition opportunities.
 - Negotiates terms and conditions.
2. Completes market analysis:
 - Presents information about the commercial real estate market in which a particular customer's business may operate.
 - Outlines demographic information.
 - Details the purchasing trends and spending power within the area industry.
 - Describes the local economy.
 - Identifies the customer's trends and needs.
 - Provides an overview of market trends.

3. Serves as primary Point of Contact for assigned portfolio:

- Provides highest level of customer service.
- Remains attentive to the client/agency needs.
- Acts as an advocate for clients.
- Keeps clients well informed.
- Answers questions related to the acquisitions or dispositions of clients' real property.
- Works quickly to resolve any errors, misinformation or complaints.

4. Designs and develops complex reports and presentations.

5. Manages portfolio database and associated workflows for an assigned portfolio.